
IMMIGRATION Canada

Temporary Resident Visa

Los Angeles and New York City Visa Office Instructions



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**Document Checklist – Temporary resident
visa**

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**Cette trousse est également
disponible en français**

Application for a Temporary Resident Visa – Checklist for New York and Los Angeles Only

Complete and place this checklist on top of your application.

Failure to submit all required documentation may result in the refusal of your application or processing delays.

Unless otherwise indicated, submit only photocopies of the documents requested. IRCC will not return any of the documents you provide with your application.

Include a certified translation with any documents that are not in English or French. Provide both a photocopy of the original document and the translation in English or French.

False statements or submission of fraudulent documents will result in refusal and may lead to legal action against you.

We do not offer pre-assessment or counselling services. Submit your completed application with all your supporting documents and the appropriate fees and an Immigration Officer will assess it.

You must submit the following items:	
<p>Valid passport or travel document for each person requesting a visa:</p> <ul style="list-style-type: none"> • Each passport or travel document must be valid for at least 6 months from the date the application is submitted. The validity of a visa cannot extend beyond the validity of the passport. • You must include your US Non-Immigrant Visa, whether it is in your current passport or in an expired passport. • If the passport you submit does not include evidence of your entries and exits from the USA, you may include the I-94 information and travel history printout from https://i94.cbp.dhs.gov/. 	<input type="checkbox"/>
<p>Proof of sufficient funds to cover expenses for the duration of your visit:</p> <ul style="list-style-type: none"> • Copies of bank statements or bank book covering the past six months • Any additional relevant documentation (pay slips, property ownership, proof of pension, investments, etc.) • If you are not paying for your own trip, indicate how your trip will be funded. Submit supporting documentation, for example: parents' bank statements; letter from employer covering costs; proof of employment and financial documents for host in Canada* (employment letter, pay slips, T4 or Notice of Assessment, bank statements), etc. <p>*Note: Some hosts or sponsors may prefer not to provide their personal information directly to the applicant for submission to the Visa Office. In this case, please enclose a note to this effect. Please be advised that this may lead to slower processing in some cases.</p>	<input type="checkbox"/>

<p>Explain the purpose of your trip (as applicable):</p> <ul style="list-style-type: none"> • details of your itinerary in Canada; • provisional travel arrangements (airline or hotel booking); • letter of invitation from the person or business you will visit; • registration at a conference; • letter from your employer. 	<input type="checkbox"/>
<p>If applicable, you must also submit:</p>	
<p>If you are planning to visit a friend or relative, provide a letter of invitation.</p>	<input type="checkbox"/>
<p>Family Information Form IMM 5707, fully completed, dated and signed.</p>	<input type="checkbox"/>
<p>If you would like Immigration, Refugees and Citizenship Canada (IRCC) to release information from your case file to someone other than yourself, you must authorize us by completing Authority to release personal information to a designated individual (IMM 5745).</p>	<input type="checkbox"/>
<p>If you are in the United States with a diplomatic or official passport, provide a note verbale from your office stating the purpose and duration of your travel to Canada.</p>	<input type="checkbox"/>
<p>If you have answered "yes" to any of the background information questions on the application form, provide a completed and signed Schedule 1 form (Application for Temporary Resident Visa – IMM 5257B) and include it with your application.</p>	<input type="checkbox"/>

Provide the following based on your immigration status in the United States:

<p>B1 or B2 status:</p>	
<p>Proof of ties to your country of usual residence. This should include (but is not limited to):</p> <ul style="list-style-type: none"> • Proof of intention to return to that country (example: airline tickets, travel itineraries), • Proof of employment: A letter from your employer granting leave of absence and including: <ul style="list-style-type: none"> ○ your name, position and current salary; ○ your employer's name, address, telephone and fax number. ○ If you are travelling on business, the letter should also outline the purpose of your trip, and include the names and addresses of the companies you will visit. ○ If you are self-employed, provide evidence of your business (business registration, license and financial documents, tax declarations etc.). • Proof of current studies - a current letter and transcript from the educational 	<input type="checkbox"/>

<p>institution you are attending.</p> <ul style="list-style-type: none"> If you are visiting a family member in the US, you should also provide proof of that family member's lawful status in the US.* <p>*Note: Some hosts or sponsors may prefer not to provide their personal information directly to the applicant for submission to the Visa Office. In this case, please enclose a note to this effect. Please be advised that this may lead to slower processing in some cases.</p>	
F-1 or M-1 status:	
your original SEVIS I-20 form endorsed within the past 12 months by your student advisor for re-entry to the US	<input type="checkbox"/>
Proof of current studies - a current registration letter and transcript from the educational institution you are attending	<input type="checkbox"/>
<p>If you are now in the practical training phase, you should also submit</p> <ul style="list-style-type: none"> your employment authorization document and Proof of employment, such as a letter from your employer or other proof of current employment. 	<input type="checkbox"/>
G-4 status:	
<ul style="list-style-type: none"> A signed and dated letter from your employer or other proof of current employment 	<input type="checkbox"/>
H-1 status:	
<ul style="list-style-type: none"> your original I-797 approval notice form. Proof of current employment, such as a letter from your employer 	<input type="checkbox"/>
J-1 status:	
<ul style="list-style-type: none"> your original DS-2019. A signed and dated letter from your employer or other proof of current employment or, If you are a student, originals of your most recent transcript and proof of current enrolment 	<input type="checkbox"/>
L-1 status:	
<ul style="list-style-type: none"> your I-797 approval notice form. Proof of current employment, such as a letter from your employer 	<input type="checkbox"/>
If you are in the United States and have been approved for, or are in	

the process of adjusting status to permanent residence:

- form **I-512 Advanced Parole**, OR
- **Current Employment Authorization Card** with notation "serves as I-512 Advanced Parole" OR
- **OPT endorsement on I-20**

If you are in the United States and the holder of a blue-covered refugee travel document

- A letter from your employer or other proof of current employment or,
- If you are a student, originals of your most recent transcript and proof of current enrolment

If you are in Canada and are applying for a Temporary resident Visa to travel abroad:

Returning Student – you hold a valid study permit

- a photocopy of your current study permit;
- originals of your most recent transcripts;
- Proof of current studies - a current letter and transcript from the educational institution you are attending.

Returning Worker – you hold a valid work permit

- a photocopy of your current work permit;
- **Proof of current employment:** A letter from your employer or other proof of current employment.